

## ROUTING AND TRANSMITTAL SLIP

Date

9/15

TO: (Name, office symbol, room number)	Initials	Date
1. [Redacted]		22 Sep 83
2. [Redacted]		

STAT

4. (OVER)		
5. File: Liaison NARS		

<input checked="" type="checkbox"/> Action	<input type="checkbox"/> File	<input type="checkbox"/> Note and Return
<input type="checkbox"/> Approval	<input type="checkbox"/> For Clearance	<input checked="" type="checkbox"/> Per Conversation
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Correction	<input type="checkbox"/> Prepare Reply
<input type="checkbox"/> Circulate	<input type="checkbox"/> For Your Information	<input type="checkbox"/> See Me
<input type="checkbox"/> Comment	<input type="checkbox"/> Investigate	<input type="checkbox"/> Signature
<input type="checkbox"/> Coordination	<input type="checkbox"/> Justify	

## REMARKS

Here is "final" version of July memo. Only question is, should it be classified - if so at what level and by what authority. Pls. call with answer. Thanks

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[Signature]	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

I called Alan Thompson  
on 22 Sept 83 and told  
him that we do not  
consider this guideline  
classified.

STAT





General  
Services  
Administration

National Archives  
and  
Records Service

Washington, DC 20408

Date : August 24, 1983

Reply to  
Attn of : NND

Subject: Review of Intelligence Information

To : State Department Records Project Staff

In the review of the State Department records for the period 1950-1954, the procedures for dealing with intelligence information are complex. The purpose of this memorandum is to make these procedures explicit.

A. The Records under Review

1. Approximately 60% of the records under review are those of the central decimal file of the State Department for the period 1950-1954 (Record Group 59).
2. Approximately 40% of the records are those maintained by the various Foreign Service posts around the world (Record Group 84). The time span of these records sometimes extends before 1950 or after 1954.

B. Agency Guidelines

1. Of prime importance are the following guidelines issued by the State Department:
  - (a) "Guidelines for Systematic Review of Department of State Records Dated 1950-1954"
  - (b) "Subject Guidelines for the Review of Department of State Intelligence Information, 1950-1954" (revised Dec. 2, 1982)
  - (c) "Special Guidelines for Declassification Review of Special Program Materials (attached to b above)"
  - (d) Individual country guidelines and subject guidelines
2. Also important are the following guidelines issued by the CIA:
  - (a) "Guidelines for Identifying and Handling CIA Information during Declassification Review of Records from the Period 1946-54"
  - (b) "CIA Intelligence Publications Produced during the Period 1946-54"
  - (c) "Guidelines to aid NARS Identify Unclassified Information Concerning Intelligence Sources and Methods"
  - (d) "Guidelines for the Declassification Review of FBIS/FDD Reports, 1946-1950" as extended by the CIA letter of 19 July 1982
3. Finally, among the guidelines of other agencies, Department of Defense Directive number 5200.30 is noteworthy: "Guidelines for Systematic Declassification Review of Classified Information in Permanently Valuable DOD Records"

C. NARS Review

1. A first-reviewer examines the records, page by page, and applies all relevant guidelines.
  - (a) An item containing intelligence information which may not be declassified is tabbed for further review by representatives of one or more agencies.
  - (b) After tabbing, the item is listed on the Declassification Review Worksheet, GSA Form 7130.

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- (c) The listing identifies the item as accurately as possible without revealing classified information.
  - (d) With respect to the worksheet listing for intelligence information of whatever origin, the State Department will be shown as the "Agency Responsible" and INTEL (meaning intelligence) will be shown as the "Reason Withheld."
  - (e) If that same listing could be of interest to the CIA or some other agency, such agency will be shown as a second "Agency Responsible."
2. A second reviewer inspects the work of the first reviewer and, in consultation with the latter, makes corrections as necessary.

#### D. State Department Review

1. A State Department reviewer examines all items tabbed by the NARS reviewers for further review by that agency. In addition, the State Department reviewer may examine any other item he or she wishes in the same box of records.
2. The State Department reviewer may make one of the following determinations:
  - (a) H or HOLD means sensitive national security information requiring continued protection.
  - (b) H/CDC/(country or subject) means continued protection is required pending further review by CDC. The third element of the symbol, namely country or subject, should identify the kind of expertise required for the further review.
  - (c) H(year) means continued protection is required until the year shown in parentheses at which time the item may be declassified. This type of annotation would be especially appropriate in connection with foreign government information less than 30 years old which requires protection for chronological rather than substantive reasons.
  - (d) D or DECLASSIFY means that the item contains no national security information requiring continued protection and may be declassified.
  - (e) N or NO OBJECTION means that the representative perceives no objection to declassification in so far as his or her agency is concerned but that another agency may have an interest requiring continued protection.
  - (f) N/ABC means that there is no objection to declassification provided that the ABC agency concurs in declassification. Pursuant to this kind of determination, a NARS reviewer will again review the item and apply the guidelines of the ABC agency. If those guidelines authorize declassification, the item will be declassified. If they do not, the item will be held for review by the ABC agency.

#### E. Withdrawal

1. A NARS reviewer performs follow-up duties pursuant to the determinations of the State Department reviewer as follows:
  - (a) If the latter determined that there was no State Department objection to the declassification of an item, the NARS reviewer will determine whether the item requires further review by the CIA or another agency.

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- (b) If no further review is considered necessary, the item will be declassified.
- (c) If further review is considered necessary, however, the item will be held for further review by the CIA or another agency designated on the worksheet as "Agency Responsible."
- 2. The NARS reviewer will withdraw from a box of records:
  - (a) All tabbed items which a State Department reviewer has determined should be held.
  - (b) All tabbed items which require further review by the CIA or another agency or for which there is no declassification authority.
- 3. The NARS reviewer who performs the withdrawal will:
  - (a) Prepare a Withdrawal Notice, GSA Form 7117, for each item withdrawn. As "Authority" for restricting access, the State Department will be shown for those items which a State Department reviewer determined should be held. In addition, the State Department will be shown as "Authority" for restricting access to those items designated NO OBJECTION by the State Department reviewer, but withdrawn for further review by the CIA.
  - (b) Prepare withdrawn items envelopes to contain the withdrawn items.
  - (c) Ensure that each item held for further review by the CIA is accompanied by a photocopy of the relevant worksheet.

#### F. Completion of Project

- 1. The team leader, under whose jurisdiction the review of a series of records was conducted, will inspect the review work, ensure that it meets the requirements of the division, and prepare a project completion report.
- 2. The branch chief will approve the report after having satisfied herself that the project was conducted properly and reported accurately.

#### G. Computer

- 1. A computer operator will:
  - (a) Enter essential information describing the general nature of a project as reflected in the project completion report.
  - (b) Enter essential information on each withdrawn item as reflected on the worksheets. The State Department will be shown as the "Agency Responsible" for those items which a State Department reviewer determined should be held. In addition, the State Department will be shown as the "Agency Responsible" for those items designated NO OBJECTION by the State Department reviewer, but held for further review by the CIA.
- 2. Another computer operator will verify all information which has been entered. Inter alia, he or she will ensure that the procedure in 1.(b) above is followed.
- 3. A computer printout containing all entered information on a project will be prepared.
- 4. A permanent project file will be established to contain:
  - (a) The project completion report.
  - (b) The computer printout of that project.
- 5. A ten-year project file will be established to contain:
  - (a) All worksheets which list withdrawn items.
  - (b) All worksheets which reflect agency determinations.
  - (c) Correspondence, memorandums, and other papers of continuing importance.

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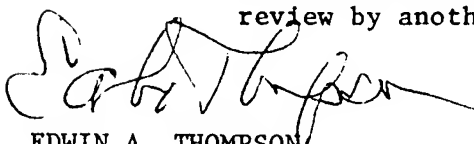
6. A one-year project file will be established to contain all other records of a project.

#### H. CIA Review

1. NARS will arrange for a CIA review as soon as a sufficient number of withdrawn items has accumulated from various projects.
2. A CIA reviewer examines all items withdrawn and held for review by that agency.
3. The CIA reviewer may make one of the following determinations:
  - (a) H or HOLD means sensitive national security information requiring continued protection.
  - (b) D or DECLASSIFY means that the item contains no national security information requiring continued protection and may be declassified.
  - (c) N or NO OBJECTION means that the representative perceives no objection to declassification insofar as his or her agency is concerned but that another agency may have an interest requiring continued protection.
  - (d) N/ABC means that there is no objection to declassification provided that the ABC agency concurs in declassification. Pursuant to this kind of determination, a NARS reviewer will again review the item and apply the guidelines of the ABC agency. If those guidelines authorize declassification, the item will be declassified. If they do not, the item will be held for review by the ABC agency.
4. The CIA reviewer will annotate the photocopy of the worksheet to reflect the determination and any downgrading action which may be taken.

#### I. NARS Follow-Up

1. With respect to those items for which the CIA reviewer made a HOLD determination, a NARS reviewer will:
  - (a) File the annotated photocopy of the worksheet with the original worksheet.
  - (b) Return the items to the holding area for sensitive national security records.
  - (c) Make no change on either the computer printout or the withdrawal notice.
2. With respect to those items for which the CIA reviewer made a DECLASSIFY determination, a NARS reviewer will:
  - (a) File the annotated photocopy of the worksheet with the original worksheet.
  - (b) Examine the items for privileged information and tab if necessary.
  - (c) Refile the items with the declassified records of the project.
  - (d) Remove the relevant withdrawal notices from the records.
  - (e) Delete the relevant listings from the computer printout.
3. With respect to those items for which the CIA reviewer made a NO OBJECTION determination, a NARS reviewer will:
  - (a) Review the items to determine whether they must be held, whether they may be declassified, or whether they require review by another agency.
  - (b) Follow the procedure outlined in I.1. above if they are to be withheld.
  - (c) Follow the procedure outlined in I.2. above if they are to be declassified.
  - (d) Follow a procedure similar to that outlined in H above if they require review by another agency.



EDWIN A. THOMPSON  
Director  
Records Declassification Division